

Our mission at the Minnesota Vikings is to *Advance the Vikings legacy through the passionate pursuit of excellence.*

We strive to achieve, we put the team first, we seek to learn, we exhibit high character, and we are committed to a diverse, equitable and inclusive environment.

SUMMARY: The Social Impact Associate is a critical position to aid the team's connection and support to the surrounding community. Duties will focus on the support of community relations, youth & high school football, Vikings Legends, the Minnesota Vikings Foundation, and the Vikings Home Team (player and coach family programming). The primary function of the role will be to oversee all internal and external requests for support received by the Vikings organization. This will include all non-profit inquiries for autographed merchandise, sponsorships, cash donations, and other forms of requests. The position will be responsible for tracking all communications and contributions to provide regular giving reports. The position will also require work beyond normal business hours in support of game days, player initiatives, and community events.

In addition to the duties described above, the Social Impact Associate will take part in the Vikings' exclusive **Leadership Development Program**. This program will provide regular opportunities for professional development, exposure to organizational leadership and the ability to develop skills critical for the Associate's future career growth. A fundamental part of the program will include clearly defined goals between the Associate and their Supervisor that will be tracked and measured for progress throughout the term of the program.

This is a temporary full-time position that will begin on June 3, 2024 and conclude on May 23, 2025, unless otherwise determined.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Build processes around communication with all internal and external donation requests, maintaining the professionalism and integrity of the Vikings organization.
- Support youth and high school football programs through staffing youth football camps, executing high school football events, or planning recognition opportunities.
- Assist with planning and execution of team related community & non-profit events, player campaigns, and league cause initiatives.
- Help with the creation, coordination, and communication of Vikings staff volunteer programs and opportunities within the community.
- Aid with fundraising programs for the Minnesota Vikings Foundation through donation programs, auctions, events, and traditional development activities.
- Facilitate appearances and events for members of our Minnesota Vikings Legends community and serve as an important connection point for their relationship with the Vikings organization.
- Serve as a resource for Vikings staff members in respect to non-profit engagement and requests for support from Vikings fans.
- Help to oversee appearance requests for the Vikings mascot, Minnesota Vikings Cheerleaders, and Vikings Legends to support Community Partner events.
- Maintain software systems for tracking and reporting all autographed merchandise, team charitable donations, and other in-kind allocations.

- Manage and execute the shipping/fulfillment logistics of all donation items.
- Lead the ordering and acquisition of all items that would be utilized as part of the team's donation strategies.
- Oversee all storage areas and organization of related department assets within team facilities.
- Activate community and fundraising activities at various community and team events (examples – Game Day, Training Camp, NFL Draft Party).
- Support other strategic Vikings organizational initiatives as assigned.

QUALIFICATION REQUIREMENTS:

- Recommended four-year degree in Public Relations, Communications, Marketing, Sports Management or other closely related fields.
- Knowledge of community programs, organizations, or giving programs.
- Strong communication, organizational, and logistical skills.
- High character and strong work ethic.
- Self-motivated with the ability to take ownership of projects and follow through to completion.
- Working knowledge of all Microsoft Office products and comfort with learning new software technologies.

CONFIDENTIALITY REQUIREMENTS: *This position requires the individual to have access to confidential records and information. To successfully perform this position, confidentiality of the information with which the individual has contact must be maintained.*

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Must be able to lift approximately 25 pounds and have a basic level of fitness required with setting up and executing events and youth programming.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Travel locally and regionally will be required for the implementation of community activities, events, fundraising, and programming.
- Maintaining a flexible schedule will be required as programming will often take place on nights and weekends. Increased hours during the course of the football season is expected.

The Minnesota Vikings are committed to creating and sustaining a culture for you. Whoever you are, we are an organization that embraces and empowers people of all backgrounds and experiences and incorporate diversity, equity, and inclusion into the foundation of everything we do. We are proud to have a culture that empowers our people to harness their uniqueness to develop their full potential as a contributor to the success of the organization and the communities we serve. The Minnesota Vikings

are an equal opportunity employer, and we continue to commit to creating equitable opportunities by ensuring that our place can be anyone's place.